

How to Use the Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles Statewide Contract

Contract #: OVM10	Contract Duration: 12/1/12 to 2/1/15
MMARS #: OVM10*	Options to renew: Four, at one year each through 11/30/17
Contract Manager: Lana Gunaratne (617) 720-3315 alana.m.gunaratne@state.ma.us	
This contract contains: Supplier Diversity Plan (SDP), Environmentally Preferable Products (EPP) and Prompt Pay Discount (PPD) Programs	
Last change date: 7/29/2014	

Contract Summary

This Statewide Contract is for the Purchase of Vehicles (gasoline, hybrid and other alternative fuel vehicles). This Statewide Contract covers the purchase of new Light Duty Vehicles only (GVW 10,000 lbs. or less). It offers a wide selection of sedans, vans, pick-up trucks, as well as SUVs intended primarily for Public Safety use. Each vehicle has been awarded to one vendor, who is responsible for providing comprehensive quotations and placing factory orders. Accessories are available to be purchased only in conjunction with the purchase of a new vehicle. If you wish to purchase accessories separately for a vehicle that is already owned, please see the FIR03 Fire/EMS, Police Equipment & Supplies and Related Services and Repairs contract. Executive Departments have special instructions for using this contract, and must go through OSD's Office of Vehicle Management (OVM). This document offers guidance for the Commonwealth's Executive Departments and Non-Executive Departments and Municipalities respectively.

Benefits and Cost Savings

- 235 vehicles in various class and fuel types available from Chevrolet, Chrysler-Dodge, Honda, Ford and Toyota
- 50 alternative fuel vehicles available in CNG, Electric Plug-in, and Hybrid
- 12 Police vehicles available
- Specific pricing for over 350 accessories including light bars, grill and deck flashing headlight, hideaway LED & strobe systems, sirens and P/A systems, communications equipment, partitions and prisoner transport, switching, computer mounts, trunk trays, flashlights, spotlights, anti-theft systems and other equipment.
- Maintenance training for vehicles and service and parts manuals available at minimal to no cost
- Easily searchable spreadsheets and clear pricing for vehicles, options and accessories

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative, Judicial Branches, including all Departments & elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of higher education
07. Public purchasing cooperatives;

08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent

Pricing and Purchase Options


Each of the 235 vehicles has been awarded to a sole vendor and can be purchased from that sole vendor only. Users should not seek quotes for vehicles that have NOT been awarded to that vendor. Users can find a list of awarded vendors, vehicles and accessories on the COMMBUYS website. To use this contract follow the directions below:

COMMBUYS Search

To find OVM10 on COMMBUYS go to www.commbuys.com:

1. Click on "Contract & Bid Search"
2. Select the "Contracts/Blankets" radio button.
3. Enter OVM10 in the "Contract/Blanket" Description field
4. Click "Find It"
5. The results will display 8 "Contract/Blanket #." Click on the "vCurrent."
 - In the vCurrent notice the "Agency Attachments" towards the middle, there you will find this document, a complete list of vehicles on the contract, detailed directions for Executive Department and forms, as well as a complete list of awarded vendors on the contract under "Master Blanket/Contract Vendor Distributor List" section.

To start your vehicle selection process:

1. Search the attachment called OVM10 BASE VEHICLE PRICING excel sheet, which has a complete list of OVM10 vehicles and basic details.
2. To download this or any other attachment, click on the attachment and then click on this icon  when directed to the download page.
3. On the OVM10 BASE VEHICLE PRICING Excel sheet you can sort and filter by vehicle, fuel, class, vendor, make, model, price, MPG, etc. to facilitate your search. [If you don't know how to filter data on Excel, you can Google "How to filter data on Excel" to get directions.]
4. Once you have decided on your base vehicle(s), note the unique vehicle identification number on the first column of the spreadsheet and the vendor awarded the vehicle.
 - Please reference the unique vehicle identification number on any order or communication during this process.
5. Return to the main results page displaying the 8 "Contract/Blanket #."
6. Listed below the "vCurrent" are links called "Master Blanket Purchase Order" to each vendor on the contract, find and click on the MBPO/vendor that corresponds with your vehicle selection.
7. Within each vendor link, you will find one attachment containing the specific vehicles awarded to the vendor and another of those vehicles' options and accessories.
8. Once you have selected a vehicle and desired accessories, contact the vendor to discuss your selection further and request a quote. Verify with the vendor that you are using the Statewide Contract OVM10.
9. Find below Executive Department and Non-Executive Department Entity specific instructions for purchasing.

Executive Department

Executive Departments must download and read the "Executive Department Purchasing Directions," to complete your order once you receive your quote from the dealer. In general, Executive Departments must follow the Office of Vehicles Management (OVM) procedures to request vehicles for their agency. Please note OVM will make the final decision on the purchase of vehicle while taking into account the intended use and the need to purchase the most economical and fuel efficient vehicles for the Commonwealth. Executive Departments should also note that the listed

vehicle pricing on the contract spreadsheet does not include the OVM lease costs associated with the TELP and other expenses built into the OVM lease amount. Executive Departments must comply with the lease and assignment provisions of [The Office of Vehicle Management Policies and Procedures Manual](#).

Non-Executive Department Entities

Non-Executive Department eligible entities are not required to go through OVM to request a vehicle purchase. Eligible entities that opt to use this contract will be responsible for ordering and paying for any items purchased under this Contract. Eligible entities will directly deal with the Awarded Vendors for the purchase and delivery of vehicles.

COMMBUYS Purchase Order Instructions

Once vehicle selection(s) has been made, a quote has been established from the vendor and proper approvals have been acquired, the Purchase Order, which is called a Release Requisition on COMMBUYS, must be placed in COMMBUYS. Instructions for [a Release Requisition](#) can be found on a Job Aid in the COMMBUYS section of the OSD website (www.mass.gov/osd).

Supplementary OVM10 specific instructions for COMMBUYS Purchase Orders:

1. If purchasing from multiple vendors create a separate requisition for each vendor.
2. When searching for your vehicle please enter the Vehicle ID # the “Item Description” field of the Advanced Search.
3. Select the line item for the Base Vehicle AND the line item for the Accessories. Fill in the correct pricing for each item respectively; note that you will not be entering a total vehicle price in either line item but a price for the base vehicle and a price for the accessories separately.
4. Attach ALL quotes, forms and any other material acquired during this vehicle selection process in BOTH line items.

Delivery

Contract Users should pay careful attention to the following requirements that Awarded Vendors must adhere to when selling a vehicle through this contract.

- The pricing in this Contract includes delivery to any location in the Commonwealth.
- Upon delivery, all vehicles shall include three sets of keys and be cleaned, serviced and ready for immediate use.
- Vehicles are to be delivered in new condition, “detail” cleaned and free of mileage.
- Vehicles must be delivered fully registered with state license plates (front and back) attached, valid State Inspection stickers, with the original vehicle registration form and one copy of the registration form, manufacturer’s warranty, owner’s manual and related information.
- All fluids must be filled to manufacturer’s recommended capacity and the fuel tank must be full when the vehicle arrives at the final delivery destination.
- The vehicle must be free from defects and inspected by the Purchaser upon delivery. In the event that deficiencies are found, they must be corrected and the vehicle re-inspected prior to acceptance.
- Contract users should fully inspect vehicle to verify that the options and accessories are the same as the original purchase order if applicable. Vehicle should be exactly as ordered both in specifications and price. If there are issues email the vendor contract manager and copy the OSD Contract Manager, Lana Gunaratne, at Lalana.m.gunaratne@state.ma.us detailing discrepancies.

Additional Information:

- Vehicle specifications are available for all vehicles upon request from vendor. Refer to the specific vendor’s options and accessories spreadsheet verify if the vendor provides vehicle maintenance training, service and parts manuals, and cost if any.

- The least expensive vehicle will not necessarily be the vehicle that has Best Value, for more information and guidance on vehicle purchasing visit Edmunds.com or Kelley Blue Book.
- Pricing for vehicles is valid through January 30th of each year and does not change. As the next year vehicle models become available, the base vehicle pricing spreadsheet will be updated to reflect model year only. The pricing for a vehicle is only changed when the contract is renewed on February 1st of each year with supporting documentation from the corporate manufacturer.
- Accessories are available to be purchased only in conjunction with the purchase of a new vehicle. If you wish to purchase accessories separately for a vehicle that is already owned, please see the FIR03 Fire/EMS, Police Equipment & Supplies and Related Services and Repairs contract.
- Section 3.11.3 of the contract encourages additional competitive bidding for high volume purchases.
- Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the OSD Contract Manager, Lana Gunaratne, at Lalana.m.gunaratne@state.ma.us.

Awarded Vendor List and Contact Information

The awarded vendors are listed below. This information can be found in the "Vendor" section of the vCurrent on COMMBUYS.com.

Vendor Name	Contact Person	Phone Number	Email	Program
Imperial Chevrolet and Imperial Municipal Partners	Frank C. Chase	508-422-1000 X4501	Cchase@imperialmunicipal.com	SDP, EPP, PPD
Imperial Chrysler Dodge Jeep and Imperial Municipal Partners	Frank C. Chase	508-422-1000x4501	Cchase@imperialmunicipal.com	SDP, EPP, PPD
Imperial Ford and Imperial Municipal Partners	Frank C. Chase	508-422-1000 x 4501	Cchase@imperialmunicipal.com	SDP, EPP, PPD
Liberty Chevrolet, Inc.	Kevin Nugent	781-287-7541	LibertyChev@NEDDA.com	SDP, EPP, PPD
Manchester Honda	Craig J. Peters	860-645-3100	craig.peters@manchesterhonda.com	SDP, EPP, PPD
Mirak Chevrolet	Jeff Calder	781-641-6855	jcalder@mirak.motosnap.com	SDP, EPP, PPD
Natick Auto Sales, Inc., dba MHQ	David Eycleshymer	508-573-2614	deycleshymer@mhq.com	SDP, EPP, PPD

Standard Warranty Information by Manufacturer

Coverage Category	Chevrolet	Dodge	Ford	Ford Interceptor	Honda	Toyota
Basic Coverage	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles
Powertrain Coverage	60 months 100,000 miles	60 months 100,000 miles	60 months 60,000 miles	60 months 100,000 miles	60 months 60,000 miles	60 months 60,000 miles
Hybrid Components	N/A	N/A	10 years 150,000 miles	N/A	15 years 150,000 miles	8 years 100,000 miles
Rust Through Coverage	N/A	N/A	N/A	N/A	N/A	60 months Unlimited miles
Battery Components	10 years	N/A	N/A	N/A	N/A	N/A

Strategic Sourcing Services Team Members

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